

FUNCTIONAL REQUIREMENTS MATRIX

Functional Category: Budget Development

Vendor Response Codes:

S = Standard Function ("Out-of-the-Box")

M = Modification Required

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Reference Number	Business Requirements	Vendor Response	Comments	Cost to Modify	Hours to Modify	Upgrade Impact
	Budget Development General Requirements					
BU 1.00	System security features are robust to control the "views", "changes" and "approvals" by different organizational units of the state.					
BU 2.00	System security features are robust to control the "views", by chart of account value, including but not limited to agency and organization.					
BU 3.00	System provides audit trails to track the identity of user who made changes made to specific cells.					
BU 4.00	System provides the ability to drill down from budget to GL actuals and transactional detail.					
BU 5.00	System provides the ability to drill down from budget to HR database.					
BU 6.00	System provides the ability to drill down from budget to Payroll data.					
BU 7.00	System displays information graphically (i.e. pie chart, bar chart, graph).					
BU 8.00	System provides the ability to drill down from budget to all system information by clicking on area of the graphic presentation.					
BU 9.00	System provides the ability to drill down from the dollar amount field to supporting data within the budget entry screen.					
BU 10.00	System validates field values within the budget entry screen.					
BU 11.00	System provides the following online queries by year and by period:					
BU 11.01	Beginning Expenditure Balance					
BU 11.02	Beginning Expenditure Budget					
BU 11.03	Amended Expenditure Budget					
BU 11.04	Requisitions (Pre-Encumbrances)					
BU 11.05	Encumbrances					
BU 11.06	Actuals Expenditures					
BU 11.07	Actuals Revenues					
BU 11.08	Transfers (In and Out)					
BU 11.09	Available Expenditure Budget Balance					
BU 11.10	Balance Sheet Account (i.e. reserve and designated fund balance)					
BU 11.11	Revenue Budget					
BU 11.12	Amended Revenue Budget					
BU 11.13	Accrued Revenue					
BU 11.14	Prior year savings					
BU 11.15	Refund of Prior Year Federal					

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BU 11.16	Collected Revenue					
BU 11.17	Revenue Surplus/Deficit					
BU 12.00	System provides an adhoc budget query tool.					
BU 13.00	System provides an adhoc budget reporting tool.					
BU 14.00	System accepts entry of budget requests at all organizational levels based on user authorization.					
BU 15.00	System restricts access to confidential data by user.					
BU 16.00	System prevents agency level users from updating budget information after it has been submitted.					
BU 17.00	System uses the same baseline chart of account information (e.g., general ledger accounts, expenditure objects, , source of revenue, grant, project, appropriation, organization (allotment), funds, etc.,) as the other ERP modules.					
BU 18.00	System provides a revenue code (e.g., federal, general) to identify the sources of funds supporting the budget request					
BU 19.00	Where appropriate authorized users can review, modify and approve budget baseline and actuals					
BU 20.00	System provides a spreadsheet presentation (form) for end users to use to prepare the budget request.					
BU 21.00	System allows Division of Budget to configure multiple budget forms for the end user					
BU 22.00	System provides the ability to prepare multiple types of budget including appropriation, spending plan, and capital budgets					
BU 23.00	System provides user-defined attributes such as budget roll-up codes which further qualify elements within the Chart of Accounts (additional levels within the organizational structure (allotment) not contained in the accounting chart of accounts).					
BU 24.00	System can receive data from and export data to spreadsheet (Excel, Lotus, etc.)					
BU 25.00	System has the ability to attach files (i.e., Lotus, WordPerfect, Word, Excel, Quattro Pro) to particular stages and line items with the system.					
Budget Preparation						

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BU 26.00	System worksheets can be configured to present object of expenditure, funding code, and position information by any chart of account field.					
BU 27.00	System allows central budget office and agencies to develop agency worksheets extracting data from the budget, human resources, payroll, and financial modules.					
BU 28.00	System allows Division of Budget to "push" via workflow budget forms (spreadsheets) out to agencies electronically for budget preparation.					
BU 29.00	System allows agencies to "push" via workflow budget forms (spreadsheets) out to agencies electronically for budget preparation.					
BU 30.00	System allows agencies to return completed budget forms to the Division of Budget electronically via workflow.					
BU 31.00	System creates appropriation control budgets from budget stages.					
BU 32.00	System rolls up agency worksheets into state-wide master budget.					
BU 33.00	System provides for budget development through a Web Browser (Internet and Intranet).					
BU 34.00	System allows agencies access to view progress by sub-units.					
BU 35.00	System provides ability to "lock" (prevent other changes to that budget stage) budgets at any phase of the budget, including after submission by agencies.					
BU 36.00	System provides the ability to unlock a frozen budget with the appropriate security control at the agency level unless it has already been submitted to Division of Budget.					
BU 37.00	Budget preparation module is integrated with other relevant modules including but not limited to purchasing, asset management, human resources, accounts payable, revenue, grant, projects and general ledger modules.					
BU 38.00	System provides data extraction from the financial system by general ledger account (i.e., real fund balance, nominal, statistical) for all line items.					
BU 39.00	System allows agencies the capability to develop both detail budgets, at any level of the chart of accounts (i.e. fund, organization (allotment), program, general ledger) and summary budgets in a distributed environment.					

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BU 40.00	System provides for data entry into multiple budget stages during budget preparation.					
BU 41.00	System provides the ability to record statistical and financial transactions against any combination of elements in the chart of accounts.					
BU 42.00	System contains a standard interface that provides the ability to interface statistical transactions.					
BU 43.00	System provides the following information on budget forms (worksheets:)					
BU 43.01	Five year historical budget and actual data					
BU 43.02	Monthly and Year-to-date Actual					
BU 43.03	Current Year Budget					
BU 43.04	Current Year Projected					
BU 43.05	Next Year Budgeted					
BU 43.06	Up to five years Projected					
BU 44.00	System provides for application of percentage increases or decrease to a budgeted category (e.g., travel).					
BU 45.00	System provides for the development of expenditure and revenue forecasts at the beginning of the fiscal year based on prior year actuals and other information.					
BU 46.00	System provides the ability to assemble multiple years of budgeting information for budget preparation.					
BU 47.00	System creates an initial stage of the budget using the following:					
BU 47.01	Zero balances in all accounts					
BU 47.02	Current year's original budget					
BU 47.03	Last year's budgeted total					
BU 47.04	Last year's actuals					
BU 47.05	Last year's statistics					
BU 47.06	Current year's budget or actual plus/minus a percentage					
BU 47.07	Previous year's budget or actual plus/minus a percentage					
BU 47.08	Straight line projection					
BU 47.09	Projection based on percentage of last year's actual					
BU 47.10	Projection based on user defined formula					
BU 47.11	Projection based on estimated actuals from current year					

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BU 48.00	System provides a facility to conduct scenario and what-if analysis and financial and statistical data during budget preparation.					
BU 49.00	Scenario/what if budget stages (results) can be saved.					
BU 50.00	System is capable of performing and saving "what if" scenarios (parameters) at the Agency and Division of Budget levels.					
BU 51.00	System allows the user to create individual formulas for each cell in the budget worksheet (form).					
BU 52.00	System allows the user to input actual numbers into each cell in the budget worksheet (form).					
BU 53.00	System allows the user to copy formulas from one cell to many cells.					
BU 54.00	System allows the user to include other cell values in the formula (i.e. A1 * 1.1).					
BU 55.00	System allows for creating relationships between budgeted items (e.g., salary changes automatically adjust FICA).					
BU 56.00	System provides audit trail of adjustments to the budget stage.					
BU 57.00	System allows entering, storing, and reporting non-financial data, i.e. mission statements).					
BU 58.00	System can roll forward mission statements from the prior period for current year reporting					
BU 59.00	System permits users with security to edit the budget for closed periods (phases).					
BU 60.00	System stores and reports historical, proposed and forecasted budget and actual real and nominal data, for a minimum of 8 years.					
BU 61.00	System generates a 5 year forecast for expenditures and revenues (upcoming fiscal year plus four succeeding years).					
BU 62.00	System produces "rolling" forecasts (using updated forecasts to project new forecasts).					
BU 63.00	System provides for adjusting the base budget by line item or in total, by dollar amount or by percent.					
BU 64.00	System provides the capability to develop budgets at the program, service and line item levels and allow the aggregation of program/service/line item level budgets.					
BU 65.00	System processes and maintains all budget iterations, from Agency request to Division of Budget to Legislative Adoption.					

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BU 66.00	System compares budget stages to demonstrate cost changes that have been made between stages.					
BU 67.00	System spreads a global cost reductions and increases across specific agencies/organization (allotment) based on user-defined parameters.					
BU 68.00	System provides for multiple budget phases.					
BU 69.00	System provides for multiple budget stages.					
BU 70.00	System provides for many budget stages within one phase.					
BU 71.00	System allows data to be referenced between phases and between stages.					
BU 72.00	System provides for multiple levels of approval within each phase.					
BU 73.00	System allows data to be carried forward from one stage to the next stage.					
BU 74.00	System creates the budget request document automatically based upon the "approved" phase.					
BU 75.00	System allows users to enter budget requests at a low level with the budget summarized and approved at either the low level or at a higher level.					
BU 76.00	System provides reports/inquiries, including graphs, to accommodate analysis of historical trends.					
BU 77.00	System provides the ability to drill down to compare budgets to actuals from highest level to detail.					
BU 78.00	System provides document publishing features including:					
BU 78.01	Producing high quality final budget document pages					
BU 78.02	Producing budget reports and documents in PDF format					
BU 78.03	Producing camera-ready output					
BU 78.04	Producing the table of contents and index for the budget document					
BU 78.05	Providing the user a function to create or enter footnotes and comments for budget publications					
BU 78.06	Producing both the Budget and the Budget in Brief from a wide variety of source files, including system output from the database					
BU 78.07	Producing historical, current year projections and proposed budget data at any level of the hierarchical structure in a high quality printed form					

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BU 78.08	Includes performance measures and results in the budget document					
BU 78.09	Incorporates charts, graphs, spreadsheets, etc. in the budget document					
BU 78.10	Capability to automatically update charts, graphs, spreadsheets, etc. when data stored in budget system is altered					
BU 78.11	Desktop publishing capabilities, i.e. flexibility in formatting, object placement, page layout					
BU 78.12	Incorporates non-budget information into the budget document such as the glossary					
BU 78.13	Capability to incorporate objects from various sources, including commercial clipart and photos					
BU 78.14	Producing organizational chart					
BU 78.15	Provides spell and grammar check					
BU 78.16	Concurrent user access to budget document publisher for preparation and editing purposes					
BU 79.00	System allows standard rates to be established and saved within the system.					
BU 80.00	System provides a budget tool that produces new budget year and base budget.					
BU 81.00	System provides the ability to select specific budget data (i.e., by object, by fund) and import current year final adopted and adjusted budget data.					
BU 82.00	System provides a tool to facilitate reconciliation of adjusted budget data with approved budget adjustments.					
BU 83.00	System provides an automated interface to update the human resources and financial modules for budget information.					
	Salary and Position Budgeting					
BU 84.00	System provides the ability to track positions at multiple levels of authorization:					
BU 84.01	- Established (created)					
BU 84.02	- Budgeted					
BU 84.03	- Authorized					
BU 84.04	- Filled					

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BU 84.05	- Vacant					
BU 84.06	- Overlapped (two persons in one position)					
BU 85.00	System interfaces with the payroll system to periodically update position control information based on actual employee / payroll data.					
BU 86.00	System provides the ability to track positions by different by status: active, frozen, held, unfunded, etc.					
BU 87.00	System provides multiple types of positions, including but not limited to:					
BU 87.01	- Full-time					
BU 87.02	- Part-time					
BU 87.03	- Hourly					
BU 87.04	- Seasonal					
BU 87.05	- Retiree Contractor					
BU 87.06	- Temporary					
BU 88.00	System provides for calculation of a full-time equivalent for each position and accumulation by each segment of the Chart of Accounts.					
BU 89.00	System allows one or more funding sources to be identified to cover the cost of an individual position and allow to a user-defined allocation by each funding source.					
BU 90.00	System allows for the cost of a position to be allocated to multiple segments of the Chart of Accounts (i.e. organizations (allotments) , programs, projects, grants, etc.).					
BU 91.00	System calculates the budget for cross charges to each segment of the Chart of Accounts where a spending plan budgets for personnel that work and are paid from more than one location or program.					
BU 92.00	System provides the ability to perform the following operations online with the proper security authorization:					
BU 92.01	- Add or delete the number of established, authorized, or budgeted positions					
BU 92.02	- Modification of the budgeted salary, benefit and other information of a position					
BU 92.03	- Modify filled/vacant status					
BU 93.00	System provides access to position history.					

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BU 94.00	System provides the capability to update budget request with salaries for current and next budget request year; specific salary rates are determined by policy.					
BU 95.00	System provides the ability to retrieve/calculate salary rates for each position, using date, note and salary grid to populate budget max rate; the rate retrieved is for the lowest rate within that FY (exceptions may apply).					
BU 96.00	System provides the capability to retrieve organization/allotment, position and budget minimum rate from prior fiscal year final budget data.					
BU 97.00	System retrieves budgeted amounts from employee benefit accounts for salary-driven benefits (pension savings, flex, megaflex and savings plan) by organization/allotment from prior fiscal year final budget data.					
BU 98.00	System retrieves actual retirement contributions by retirement plan, position and organization.					
BU 99.00	System provides an on-line facility to input new positions, position class, position number, organization and program.					
BU 100.00	System estimates costs for new, deleted and existing positions by evaluating salary adjustments, employee benefits rate increase, new positions; additional costs related to changes in positions for space, equipment, supplies, etc.					
BU 101.00	System produces salary and employee benefits base budget from current year final adopted and/or adjusted budget from financial and payroll systems.					
BU 102.00	System provides budget tool to create salary and employee benefits baseline budget by position and organization (allotment).					
BU 103.00	System generates salary, new and transfer positions (improvements), and employee benefits spreadsheets					
BU 104.00	System provides the ability to update position and budgeted salary information.					
BU 105.00	System stores and retrieves baseline data from budget and position data and scenario results computed from scenario variables.					

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BU 106.00	System stores and retrieves scenario results from scenario variables, including base and other adjustments (base adj dates, base adj notes, base adj schedules, base adj min rates, base adj max rates, other adj dates, other adj notes, other adj schedules, other adj min rates.					
BU 107.00	System allows entry and tracking of employee benefit type including but not limited to insurance, retirement and FICA.					
BU 108.00	System tracks unique benefit rates by year and uses the appropriate rate in benefit calculations.					
BU 109.00	System has the ability to recalculate personnel budget complement costs based on benefit rate changes.					
BU 110.00	System has the ability to calculate employee benefit costs by position based on actual data provided by the payroll module.					
	Analysis and Forecasting					
BU 111.00	System provides an analytical engine to "slice and dice" budget and actuals data via multidimensional views.					
BU 112.00	System provides drill down features are present for budget and actual analysis.					
BU 113.00	System provides facility to conduct budget to actual analysis for any level of detail in the chart of account structure on a real-time basis (must include history).					
BU 114.00	System forecasts the level of unused appropriations given current spending patterns (must include encumbrances).					
BU 115.00	System calculates the costs of services, programs and activities, includes actual costs.					
BU 116.00	System provides the ability to apply percentage increase to any line item category in the budget and assess impact on budget as a whole.					
BU 117.00	System provides multiple calculation methodologies for salaries & benefits budget monitoring and "forecasting", including but not limited to:					
BU 117.01	Number of positions, by type.					
BU 117.02	Current salary ranges					
BU 117.03	Scheduled salary increases.					
BU 117.04	Bonuses and overtime					
BU 117.05	Employee population					

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BU 117.06	Fringe benefit changes					
BU 117.07	Workload					
BU 117.08	Type of position					
BU 117.09	Organizational Unit (Cost Center)					
BU 117.10	Link between position salaries in HR modules					
BU 117.11	Salary savings (unused appropriations) forecasts by agency, division, etc.					
BU 118.00	System should capture and maintain the following PBB related information for each particular program:					
BU 118.01	Program goal					
BU 118.02	Set of measurable objectives that support the program goal					
BU 118.03	Outputs (volume of work produced)					
BU 118.04	Outcomes (assessment of the quality or effectiveness of program objective)					
BU 118.04	Efficiency measures					
BU 118.05	Inputs					
BU 118.05	Demand					
BU 118.06	Minimum performance level					
BU 118.06	Target performance level					
BU 118.07	Legislative Certification					
BU 118.07	Legislative Authority					
BU 118.08	Efficiency measures					
BU 119.00	System provides multiple calculation methodologies for statistical, real, nominal (revenue and expenditure) account budget monitoring and "forecasting".					
BU 120.00	System provides a report/inquiry to compare current year trend analysis with actual data from eight years prior.					
BU 121.00	System allows application of different forecasting calculations to the same line item (account) in different organizational units.					
BU 122.00	System allows application of different forecasting calculations to different line items (accounts) in the same organizational unit.					
BU 123.00	System forecasts multiple times for the same line item using different forecasting techniques, displays the results, and allows the users to select most appropriate calculation.					

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BU 124.00	System allows users to manipulate results and add/change forecast calculations for a single or multiple accounts and organization codes across appropriations.					
BU 125.00	System allows users to manipulate forecast results by percentage, dollar value, etc.					
BU 126.00	System allows attaching a forecasting calculation or user manipulation to a line item, and maintaining the calculation through organizational changes.					
BU 127.00	System provides variance analysis reports/inquires between actual and budgeted amounts for all iterations and levels of budgets.					
BU 128.00	System provides tools to analyze agency business program changes for impact on other agency programs and for statewide impact.					
BU 129.00	System provides a budget tool to obtain and store data components to prepare budget "forecast", e.g., negotiated salaries, legislative mandates, economic factors, administrative considerations, etc.					
BU 130.00	System provides standard reports/inquiry that display the budget "forecast" summary by fund and organization.					
BU 131.00	System will generate project reports which reflect accrued expenditures, providing the ability to forecast future project activity.					
BU 132.00	System provides a forecasting "what if" tool to analyze the impact of agency restructuring by identifying additional positions, functions, costs, etc.					
BU 133.00	System projects year-end revenues and expenditures using appropriate methodologies, e.g., straight-line, straight-line adjusted, moving average, economic indicators, etc.					
	Reporting/Inquiry					
BU 134.00	System generates budget message summary that displays base (continuation of existing service levels) and improvement (new programs) budget and funding source					
BU 135.00	System provides chart of account listing reports					
BU 136.00	System provides revenue and expense budget request summary reports by user defined combinations of general ledger account, object of expenditure, source of revenue, fund, appropriation, grant, project, organization (allotment), and program					

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BU 137.00	System provides detail revenue and expense budget information, including base actual, base estimated budget, improvement actual, and improvement estimated budget by user defined combinations of general ledger account, object of expenditure, source of revenue, fund, appropriation, grant, project, organization (allotment), and program					
BU 138.00	System reports budgeted and actual statistics (performance measures) by any element in the chart of accounts.					
BU 139.00	System produces a report of positions by any element in the chart of accounts					
BU 140.00	System reports total improvements by organizational (allotment) code					
BU 141.00	System reports base and improvement budget information by any element in the chart of accounts.					
BU 142.00	System allows the generation of customized, ad-hoc reports via a reporting tool that is designed for use by non-technical end users.					
BU 143.00	System can create ad-hoc government-wide reports by chart of accounts level or user-defined fields.					
BU 144.00	System performs query operations on data fields.					
BU 145.00	System reports are capable of including data for the prior year actual, current budget, current year-to-date actual, current year projections, and future year proposed. Reports should be able to include up to 5 years in the past and 5 years in the future.					
BU 146.00	System produces year-to-date, monthly, quarterly and annual reports.					
BU 147.00	System provides report that separates original budget, budget adjustments and revised budget.					
BU 148.00	System permits drill-down to determine originating transaction within the budget system.					
BU 149.00	System permits view of standard, customized and ad-hoc reports on-line before printing.					
	Budget Maintenance and Monitoring					
BU 150.00	System forecasts real account balances, revenues and expenditures for the remainder of the year based on historical trends, percentages, or other specified parameters and allows for adjustments to the forecast.					

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BU 151.00	System provides the ability to develop and track amendments to the approved budget.					
BU 152.00	System provides the capability to assess and update projection of actual financial activity (i.e., expenditure and revenue).					
BU 153.00	System synchronizes individual budget changes between the budget and the general ledger.					
BU 154.00	System provides capability to reserve a portion of the appropriation budget.					
BU 155.00	System provides capability to defer/reserve a portion of the spending plan budget.					
BU 156.00	System retains and allows access to narrative justification for budget adjustments at the agency level.					
BU 157.00	System retains and allows access to narrative justification for budget adjustments at the Division of Budget level.					
BU 158.00	System provides for override budget control (by those having security) on a transaction by transaction basis without removing budget control for all other users.					
BU 159.00	System stamps all adjustments to the "budget" with:					
BU 159.01	User					
BU 159.02	Date					
BU 159.03	Increase/Decrease					
BU 159.04	Dollar Amount					
BU 160.00	System provides the ability to lock out budget changes after specified date.					
BU 161.00	System provides drill-down capabilities from budgeted summary categories to line item detail					
BU 162.00	System supplies a method to load budget adjustments to multiple budgets (Adopted budget, current budget w/transfers, etc.)					
BU 163.00	System tracks budget adjustments individually (by dollar amount and/or Budget Adjustment #), and by chart of account elements (i.e. organizational, account code, project, etc).					
BU 164.00	System track all budget changes (transfers/amendments), authority, type of change, and reason for change.					
BU 165.00	System provides hierarchical workflow approval for budget adjustments					

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BU 166.00	System provides inquiries/reports that display budgeted amounts against actual amounts at any level of chart of accounts, at any time during the fiscal year.					
BU 167.00	System provides the ability to track the Work Program (original budget) and all budget revisions by object and document.					
BU 168.00	System allows users to perform on-line appropriation budget adjustments with appropriate security authority					
BU 169.00	System allows users to perform on-line spending plan budget adjustments with appropriate security authority					
BU 170.00	System provides security features that allow users to enter and save but not post budget adjustments.					
BU 171.00	System provides security features that allow central office budget personnel to retrieve and post saved budget adjustments.					
BU 172.00	System provides ability through workflow to mark adjustments as "URGENT" and notifies agency if approver is out of office.					
BU 173.00	System allows agencies to inquire as to the status of budget adjustment on-line.					
BU 174.00	System provides the ability to lock out budget changes after specified date, but maintain ability to view those in progress.					
BU 175.00	System provides drill-down capabilities from budgeted summary categories to line item detail.					
BU 176.00	System stores and reports fiscal note information.					
BU 177.00	System ensures that budget transfers are balanced within and between agencies and funds					
BU 178.00	System provides a budget transfer report.					
BU 179.00	System provides hierarchical workflow approval for budget adjustments.					